

CIA INTERNAL USE ONLY

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : All Management Staff Employees

DATE: 8 June 1955

FROM : Chief, Management Staff

**FILED:** *Q & M*  
**RETURN TO**  
RECORDS MANAGEMENT DIVISION

SUBJECT: Emergency Plan for [REDACTED]

1. A Civil Defense test exercise designated as "Operation Alert 1955" has been scheduled for 15 and 16 June 1955. [REDACTED] personnel will participate only in the evacuation phase to be held on the 15th.

2. When the test alert (evacuation) signal, a continuous blast on sirens and horns lasting for five minutes, is sounded at 1205 on 15 June, all personnel will secure their rooms, leave the building and line up on the sidewalk in front of the building to the east of the main entrance. Personnel occupying rooms 101 through 119 will leave the building by the main exit. Personnel occupying rooms 120 through 151 will leave by the emergency exit at the southeast corner of the building.

3. Personnel will remain on the sidewalk until notified of the completion of the exercise by a signal from the Building Warden (a whistle blown 3 times) at which time they will re-enter the building by the main entrance to resume their normal duties.

4. A second alert will be sounded at 1405 on 15 June which will be a "take cover" signal (a fluctuating sound on sirens and horns lasting 3 minutes). No action will be taken on this exercise by Management Staff personnel.

5. Attached is a copy of the Emergency Plan for [REDACTED] which outlines action to be taken by all personnel in the event of an advance warning air raid (evacuation), an imminent air raid (take cover), fire or other such emergency. Its success depends on each employee understanding the plan and familiarizing himself with the duties assigned to him prior to any of these emergencies, real or simulated. The instructions contained in the plan with respect to an advance warning air raid will apply to the test alert on 15 June.

Attachment

Emergency Plan for [REDACTED]

CIA INTERNAL USE ONLY